



# NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANT

Applicant Webinar

2024

Yá'át'ééh and welcome to the applicant webinar for the Native American Library Services Enhancement Grant program. My name is Jennifer Himmelreich, and I am the Program Officer for this grant program.

## What will we cover today?

- General information about IMLS Native American Library Services Enhancement Grants
- Types of projects funded
- Questions to address in your proposal
- Key components of your application package

*We will rely on applicants to read the Notice of Funding Opportunity (NOFO) carefully for details on what is required and how to complete the forms and submit the application.*

In this webinar, I'll be providing information about the Native American Library Services Enhancement Grant program for FY2024. We will review eligibility, go over the application process, review the types of projects funded, the different application components, and also offer you a few tips and suggestions.



# General Information

Our goal is to help make the application process as easy as possible while helping to ensure that all application requirements are met.

## Native American Library Services Enhancement Grants

### Program Goals

- Designed to assist federally recognized Tribes in improving core library services for their communities.

### Deadline

- April 1, 2024

### Amount and Length

- \$10,000-150,000 for up to two years

### Cost Share

- Not required

### Eligibility

- Federally recognized Tribes; Alaska Native villages and corporations
- Must offer library services to the community. Such services may include but are not limited to, providing free access to books; print and electronic media; research databases; job, employment, and career resources; help from librarians; space for reading, studying, and meeting; and free events and activities such as programs, classes, and cultural events for people of all ages.

The Native American Library Services Enhancement Grants are competitive grants for up to two years and up to \$150,000. Cost share is not required.

The anticipated period of performance for projects begin September 1, 2024 and must end by August 31, 2026.

Federally recognized tribes are eligible to apply for funding and serve as the official applicant.

The tribe must offer library services to the community. Such services may include but are not limited to, providing free access to:

- books
- print and electronic media
- research databases
- job, employment, and career resources
- help from librarians
- space for reading, studying, and meeting;
- and free events and activities such as programs, classes, and cultural events for people of all ages.

## Partners

- The applying institution **MUST BE** the tribe itself.
- Partners may be involved and staff from partner organizations may serve as project directors: Libraries; Schools; Tribal colleges; Departments of Education
- Partner organizations should have an established relationship with the Tribal administration for the successful management of the project.
- The tribal community is directly served and benefits from grant activities carried out by the partner(s).

IMLS recognizes the potential for valuable contributions to the overall goals of the Native American Library Services Enhancement Grant Program by entities that do not meet the eligibility requirements. Although such entities may not serve as the lead applicant organization, they are encouraged to participate in projects as partners. Such entities may, for example, assist the lead applicant with project activities.

It is important that the partner organization have an established relationship with the Tribal administration **BEFORE** applying for the grant because the Tribe is ultimately fiscally and legally responsible for the management of the project.

The assumption in such a partnership is that the tribal community that applies for the grant is directly served and benefits from the grant activities that are carried out by the partner organization.

## Native American Library Services Enhancement Grants

**Goal 1:** Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.

- Objective 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology.
- Objective 1.2: Support preservation and access to information and resources through digitization.

**Choose the Digital Services Project Category if your project relates to this goal.**

The Native American Library Services Enhancement Grants have three main goals with objectives that correspond to each goal. Applicants will identify which goal your project will focus on.

The first goal and objectives correspond to the Digital Services project category on the Program Information Form and they are to: Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.

- Objective 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology.
- Objective 1.2: Support preservation and access to information and resources through digitization.

## Native American Library Services Enhancement Grants

**Goal 2:** Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.

- Objective 2.1: Support the identification of the needs and interests of learners.
- Objective 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services.
- Objective 2.3: Support the evaluative assessment of library-based approaches to teaching and facilitation.

**Choose the Educational Programming Project Category if your project relates to this goal.**

The second goal and objectives correspond to the Educational Programming project category on the Program Information Form and they are to: Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.

- Objective 2.1: Support the identification of the needs and interests of learners.
- Objective 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services.
- Objective 2.3: Support the evaluative assessment of library-based approaches to teaching and facilitation.

## Native American Library Services Enhancement Grants

**Goal 3:** Enhance the preservation and revitalization of Native American cultures and languages.

- Objective 3.1: Support the development of efficient strategic partnerships within, across, and outside Native communities.
- Objective 3.2: Support the preservation of content of unique and specific value to Native communities.
- Objective 3.3: Support the sharing of content within and/or beyond Native communities.

**Choose the Preservation and Revitalization Project Category if your project relates to this goal.**

The third goal and objectives correspond to the Preservation and Revitalization project category on the Program Information Form and they are to: Enhance the preservation and revitalization of Native American cultures and languages. This can be done by:

- Objective 3.1: Support the development of efficient strategic partnerships within, across, and outside Native communities.
- Objective 3.2: Support the preservation of content of unique and specific value to Native communities.
- Objective 3.3: Support the sharing of content within and/or beyond Native communities.



# NOFO

- <https://www.ims.gov/grants/available/native-american-library-services-enhancement-grants>
- Follow all the links in the Notice of Funding Opportunity (NOFO)
- All applications must be submitted through Grants.gov

You can find the Notice of Funding Opportunity, also referred to as NOFO, on our website. Make sure to read the NOFO carefully and follow all the links.

# Application Checklist

Application Components are listed on NOFO Pages 6-7



## D. Application and Submission Information

### D1. Application Package

This announcement contains all application materials needed to apply. Use one of the following identifiers to locate the application package in Grants.gov:

- Funding Opportunity Number: NAG-ENHANCEMENT-FY23
- Assistance Listing Number: 45-311

To request an audio recording of this announcement, call 202-653-4744. To request a paper copy of this announcement, call 202-653-4744 or email [mls-library@grants.gov](mailto:mls-library@grants.gov).

Persons who are deaf or hard of hearing (TTY Users) can contact IMLS at 202-207-7858 via 711 for TTY-based Telecommunications Relay Service.

### D2. Content and Form of Application Submission

The Table of Application Components below will help you prepare a complete application. The links lead to more information and instructions for each application component.

Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. § 3187.9.)

#### D2a. Table of Application Components

Component	Format	File name to use
<b>Required Documents</b> <a href="#">Please see the guidance in Section D2a for more information.</a>		
<a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-5245)</a>	Grants.gov form	n/a
<a href="#">IMLS Supplementary Information Form (including Abstract)</a>	Grants.gov form	n/a
<a href="#">IMLS Library - Discretionary Program Information Form</a>	Grants.gov form	n/a
<a href="#">Organizational Profile</a> (one page max.)	PDF document	Organizational/profile.pdf
<a href="#">Narrative</a> (eight pages max.)	PDF document	Narrative.pdf



<a href="#">Schedule of Completion</a> (one page per year max.)	PDF document	Scheduleofcompletion.pdf
<a href="#">Performance Measurement Plan</a> (two pages max.)	PDF document	Perfmeasurement.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<a href="#">Budget Justification</a>	PDF document	Budgetjustification.pdf
<a href="#">List of Key Project Staff and Consultants</a> (one page max.)	PDF document	Projectstaff.pdf
<a href="#">Resumes of Key Project Staff and Consultants</a> (two pages each max.)	PDF document	Resumes.pdf
<b>Conditionally Required Documents</b> <a href="#">Please see the guidance in Section D2a for more information.</a>		
<a href="#">Final Federally Negotiated Indirect Cost Rate Agreement</a>	PDF document	Indirectcostrate.pdf
<a href="#">Digital Products Plan</a> (two pages max.)	PDF document	Digitalproduct.pdf
<b>Supporting Documents</b> <a href="#">Please see the guidance in Section D2a for more information.</a>		
<a href="#">Information that supplements the Narrative and supports the project description provided in the application</a>	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

#### D2b. Format, Name, and Sequence of the Application Components

**Document format:** Aside from the SF-5245, the IMLS Supplementary Information Form (including Abstract), and the IMLS Library - Discretionary Program Information Form, which are created in Grants.gov Workspace, all application components must be submitted as PDF documents.

**Page limits:** Note page limits listed in the table above. IMLS will remove any pages over the limit.

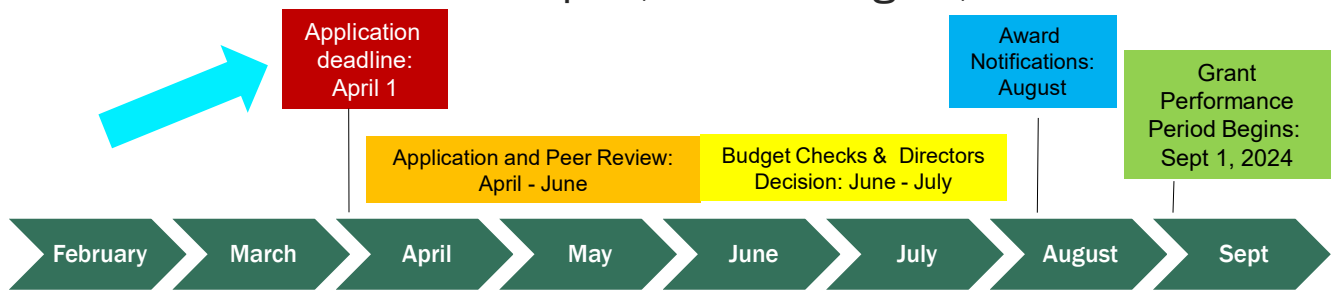
**Naming convention:** Use the naming conventions indicated in the table above. **IMPORTANT:** Attachment file names are limited to the following characters: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, and period (.). If attachment file names use any other characters, the application may be rejected by Grants.gov.

Pages 6 and 7 of the Notice of Funding Opportunity include a table that lists all of the application components, what kind of format they need to be submitted as, and which file name to use when you're submitting your application package. Use this list as a checklist of all the documents you need to submit by April 1st.

You want to make sure your application is complete so that it is not rejected simply because you missed or forgot one document.

# Review Process

- Application deadline: April 1, 2024, 11:59pm ET
- Award notifications to be sent in August
- Performance Period: Sept 1, 2024 – Aug 31, 2026

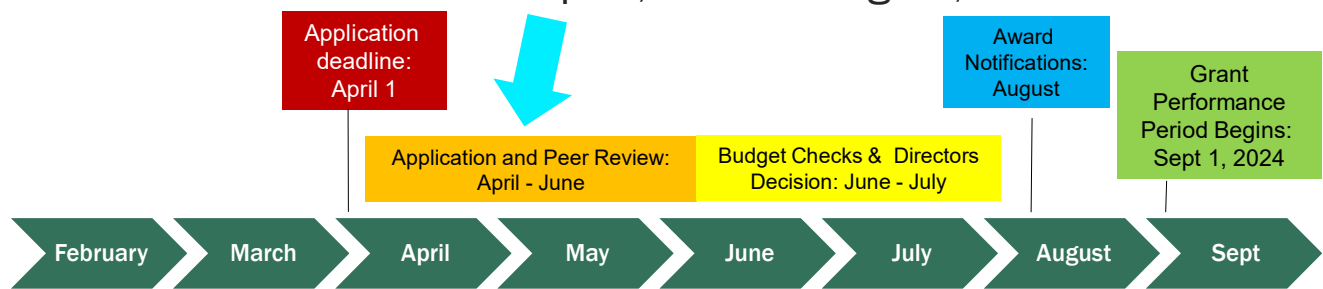


Let's discuss and review the timeline and how the process works.

Mark **April 1st, 2024 at 11:59 pm** as the deadline. Make note that the time listed is for the eastern time zone.

## Review Process

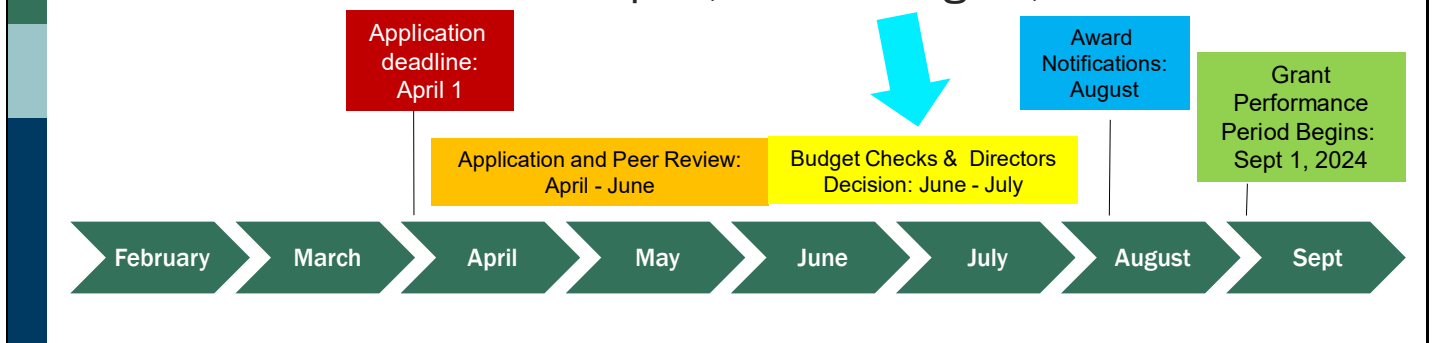
- Application deadline: April 1, 2024, 11:59pm ET
- Award notifications to be sent in August
- Performance Period: Sept 1, 2024 – Aug 31, 2026



Once applications are received, grant proposals go through application checks to make sure all application components are there in April before being sent out for peer review in May and June. Reviewers will read and evaluate proposals to make sure you have responded to the NOFO and that your proposed project has potential for success.

## Review Process

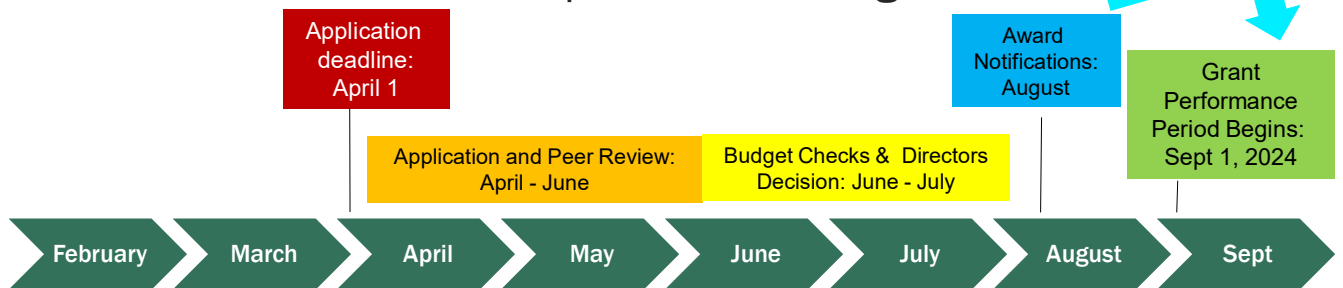
- Application deadline: April 1, 2024, 11:59pm ET
- Award notifications to be sent in August
- Performance Period: Sept 1, 2024 – Aug 31, 2026



After the peer reviews in June and July, we complete budget checks and present the reviewers' comments and scores to the IMLS Director who will then make funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency.

## Review Process

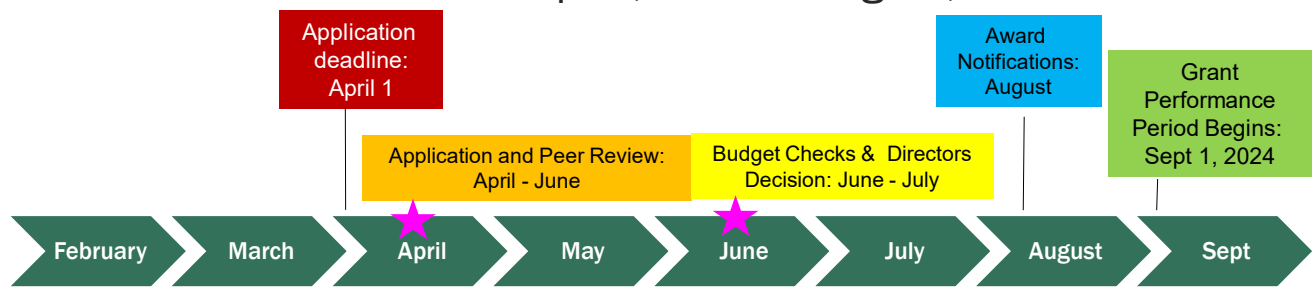
- Application deadline: April 1, 2024, 11:59pm ET
- Award notifications to be sent in August
- Performance Period: Sept 1, 2024 – Aug 31, 2026



Announcements will be made in August for a September 1st start date.

# Review Process

- Application deadline: April 1, 2024, 11:59pm ET
- Award notifications to be sent in August
- Performance Period: Sept 1, 2024 – Aug 31, 2026



Please note that during the Application review time in April and the Budget reviews in June, noted with the purple stars on the timeline, are the periods our staff may reach out to grant contacts with questions about the application components or questions about the budget form, justification or indirect costs.

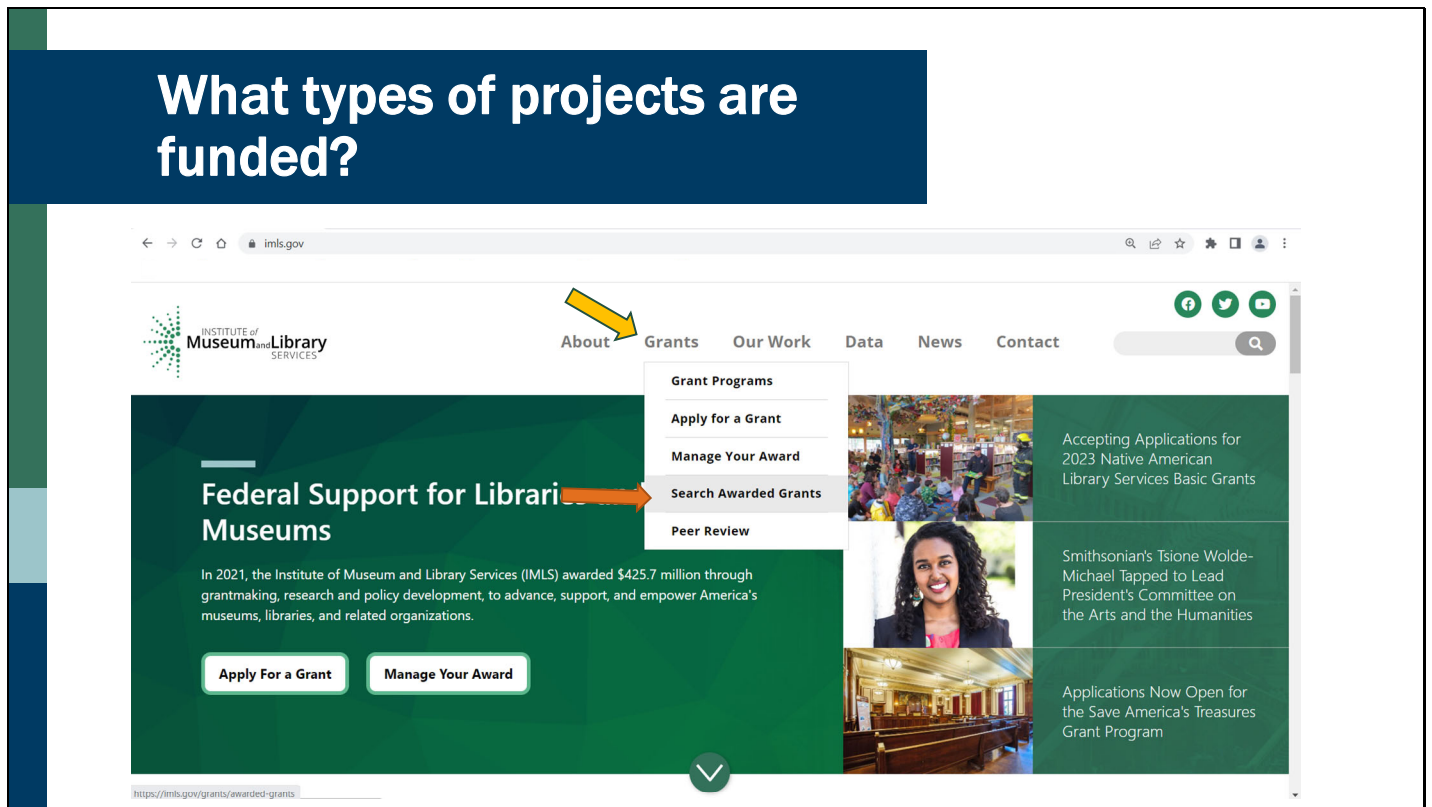


# Types of projects funded

If you need to get a better idea about how to align your project with the three IMLS goal categories, you can search previous awardees using our [Awarded Grants Search](#).



# What types of projects are funded?



Starting on the IMLS home page, click on Grants at the top of the page and then click on Search Awarded Grants.

# What types of projects are funded?

The screenshot shows an advanced search interface for grants. The search bar at the top contains the URL: `ims.gov/grants/awarded-grants?held.fiscal_year:text%5B%5D=1&held.state=All&held.city=&held.institution=&held.program_categories_text=Native...`. Below the search bar, there are filter options for Fiscal Year and Program. The Fiscal Year filter has radio buttons for FY 2022 (selected), FY 2021, FY 2020, FY 2019, and FY 2017. The Program filter has a dropdown menu with 'Native American Library Services: Enh' selected. A 'SUBMIT' button is located below the filters. The main content area displays a table of results with columns: Log Number, Institution, Fiscal Year, Program, Federal Funds, Funding Office, City, and State. The table contains 10 rows of data, all for the year 2022 and the program 'Native American Library Services: Enhancement Grants'. The first row is: Log Number: NAE-252425-OLS-22, Institution: Fort Sill Apache Tribe, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$100,000, Funding Office: Office of Library Services, City: Apache, State: OK. The second row is: Log Number: NAE-252281-OLS-22, Institution: Chippewa Cree Tribe, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$89,958, Funding Office: Office of Library Services, City: Bos Eder, State: MT. The third row is: Log Number: NAE-252429-OLS-22, Institution: Barona Band of Mission Indians, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$38,000, Funding Office: Office of Library Services, City: Lakeside, State: CA. The fourth row is: Log Number: NAE-252426-OLS-22, Institution: Santa Clara Pueblo, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$100,105, Funding Office: Office of Library Services, City: Española, State: NM. The fifth row is: Log Number: NAE-252419-OLS-22, Institution: Karuk Tribe, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$188,000, Funding Office: Office of Library Services, City: Honey Camp, State: CA. The sixth row is: Log Number: NAE-252426-OLS-22, Institution: Roubidoux Valley Association, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$148,588, Funding Office: Office of Library Services, City: Roubidoux, State: IL. The seventh row is: Log Number: NAE-252286-OLS-22, Institution: Huna Town Corporation, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$148,470, Funding Office: Office of Library Services, City: Juneau, State: AK. The eighth row is: Log Number: NAE-252432-OLS-22, Institution: United Keetowah Band of Cherokee Indians, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$88,000, Funding Office: Office of Library Services, City: Tahlequah, State: OK. The ninth row is: Log Number: NAE-252407-OLS-22, Institution: Citizen Potawatomi Nation, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$108,942, Funding Office: Office of Library Services, City: Shawnee, State: OK. The tenth row is: Log Number: NAE-252427-OLS-22, Institution: Fort Ordain Village Council, Fiscal Year: 2022, Program: Native American Library Services: Enhancement Grants, Federal Funds: \$124,187, Funding Office: Office of Library Services, City: Fort Ordain, State: AK. At the bottom of the table, there are navigation arrows and a page indicator showing 'Page 1 of 23 results'.

From here you can select "FY2022" under the Fiscal Year and "Native American Library Services – Enhancement Grants" under Program then hit Submit which will pull up all FY 2022 Enhancement Awardees.

# What types of projects are funded?

The screenshot shows a web browser window with the URL <https://imls.gov/grants/awarded/nae-252425-ols-22>. The page header includes the Institute of Museum and Library Services logo and navigation links: About, Grants, Our Work, Data, News, Contact. The breadcrumb trail is Home > Advanced Search > NAE-252425-OLS-22. The main content area displays the following information:

- Program:** Native American Library Services: Enhancement Grants
- Fiscal Year:** 2022
- Federal Funds:** \$150,000
- City:** Apache
- State:** OK

The award title is **Fort Sill Apache Tribe**. Below it, the Log Number is **NAE-252425-OLS-22**. The project description states: "The Fort Sill Apache Tribe will expand and enhance the Nde Bizaa Nahizaa ('Apache Language, Our Language'), a community-based teaching text, to assist tribal members with language learning. Project activities will include restoring audio recordings to pair with the text as examples of language pronunciation. The tribe will train a support team in the proper methods for digitizing and cataloging audio material. It also will pursue strategic institutional partnerships for long-term storage of original recordings. The project will benefit more than 800 enrolled tribal members by providing them with insight into their cultural heritage."

Under the description, there is a section for **Project Proposals** with a table of attachments:

Attachment	Size
<a href="#">NAE-252425-OLS-22 Project Proposal</a>	1.8 MB

An orange arrow points to the attachment link, and a red circle highlights it.

Awardee

Project Description

Advanced Search Example

Under the description, there is a PDF document you can download, which will include the Proposal Narrative and Schedule of Completion for each funded project.



## Key questions to address in your proposal

I will now review the questions that you should address in your proposal.



# Abstract

As part of the IMLS Supplementary Information Form, you will include an abstract.

## Abstract

- ✓ Identify the lead applicant and, if applicable, any collaborators.
- ✓ Describe the need, problem, or challenge your project will address, and how it was identified.
- ✓ List the high-level activities you will carry out and identify the associated time frame.
- ✓ Identify who or what will benefit from your project.
- ✓ Specify your project's intended results.
- ✓ Describe how you will measure your performance in achieving your intended results.

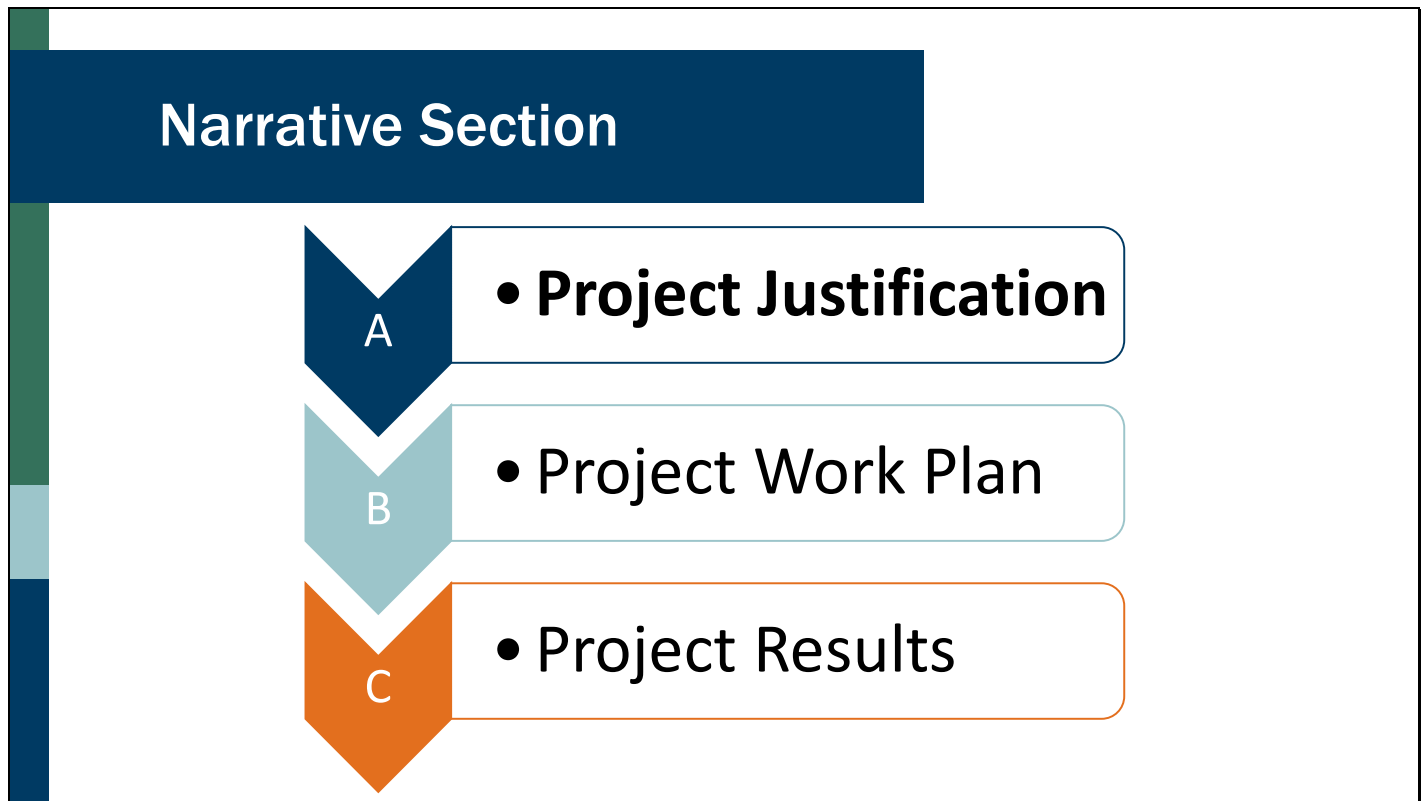
Here are some key questions to address in the abstract:

- Identify the lead applicant and, if applicable, any collaborators.
- Describe the need, problem, or challenge your project will address
- List the high-level activities you will carry out and identify the associated time frame.
- Identify who or what will benefit from your project.
- Specify your project's intended results.
- Describe how you will measure your performance in achieving your intended results.

## Abstract

- ✓ Proposed project may be published online, do not include any sensitive or confidential information.

If your proposed project is selected for funding, your abstract may be published online. As such, it must not include any sensitive or confidential information.



Your application Narrative should have three main sections: a Project Justification, a Project Work Plan, and Project Results.





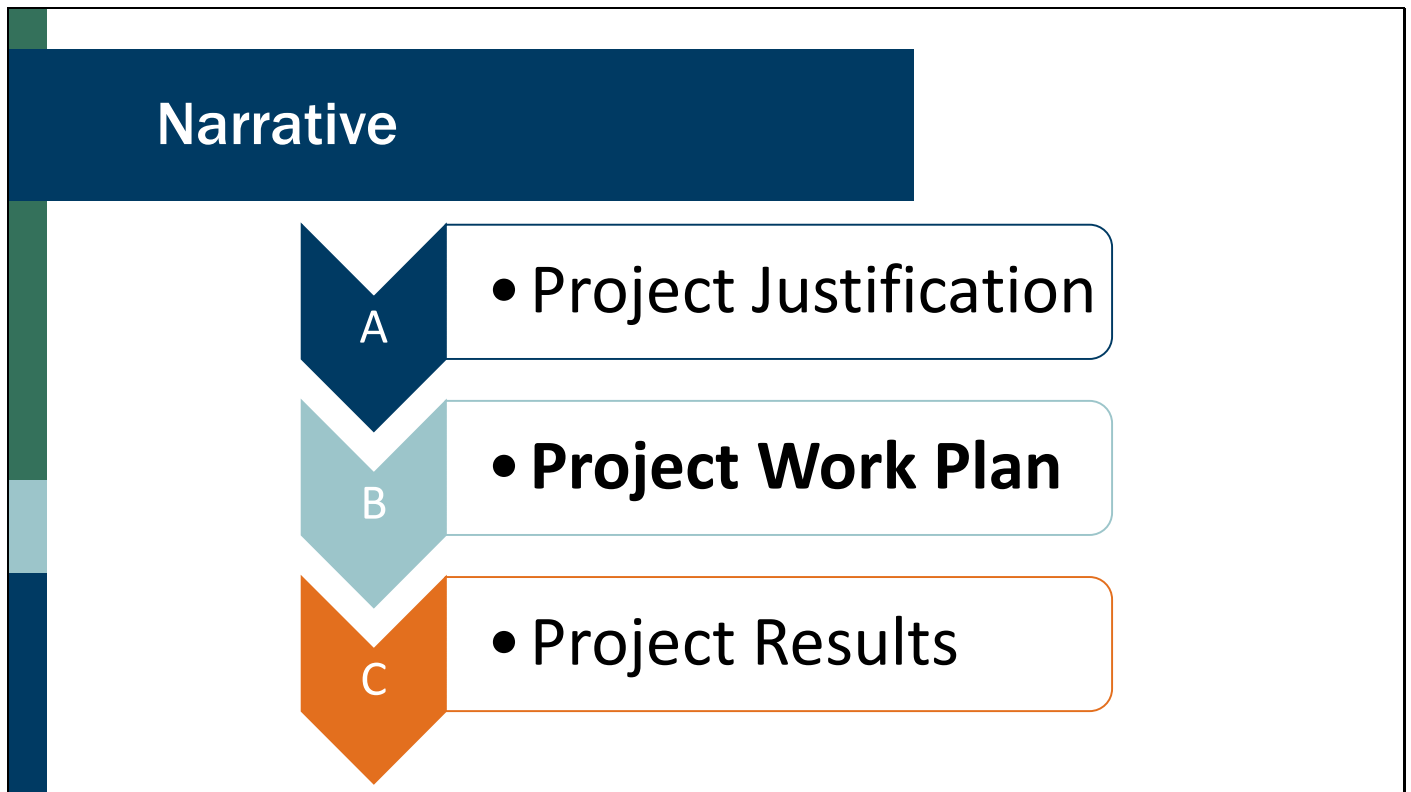
# Project Justification

In your Project Justification, tell the reviewers:

## Project Justification

- ✓ Which program goal and associated objective(s) of the Native American Library Services Enhancement Grants program will your project address?
- ✓ What need, problem, or challenge will your project address and how was it identified?
- ✓ Who is the target group for your project and how have they been involved in the planning?
- ✓ Who are the ultimate beneficiaries for this project?

- Which program goal and associated objective(s) of the Native Hawaiian Library Services Grant program will your project address?
- Describe what need, problem, or challenge your project will address and how was it identified?
  - You can use demographic information, economic circumstances, condition assessments, and other relevant data from reliable sources to define the need, problem, or challenge and develop the scope for the project
- Who is the target group for your project and how have they been involved in the planning?
  - “Target group” refers to those who will be most immediately and positively affected by your project. Be specific by identifying particular age groups, community members with particular needs, and/or other types of target audiences. Identify the number of individuals in the target group or in each target group, if you identify more than one.
- Who are the ultimate beneficiaries for this project?
  - “Beneficiaries” refers to those who are likely to be aided in the long-term by your project. They may or may not be the same as your “target group.” Identify the number of individuals who will benefit from your project in the long term, if reliable and justifiable reasons are possible. Otherwise describe the characteristics of the beneficiaries you expect to be served eventually by your project.



Looking at the second part of the application, your Project Work Plan section will be the bulk of your narrative and should address the following questions:

## Project Work Plan – 1/2

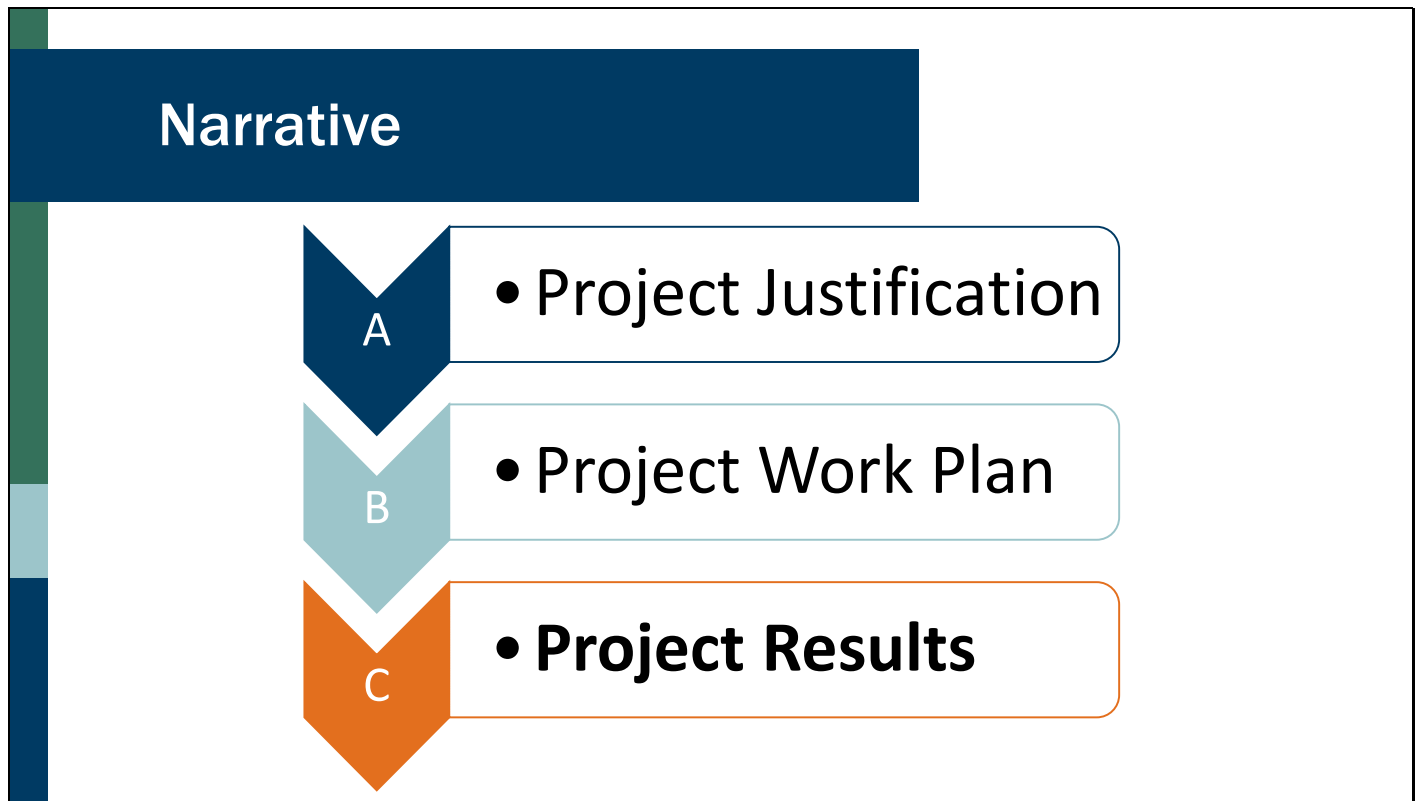
- ✓ What specific activities will you carry out and in what sequence?
- ✓ What are the risks to the project and how will you mitigate them?
- ✓ Who will plan, implement, and manage your project?
- ✓ What time, financial, personnel, and other resources will you need to carry out the activities?
  - ✓ Note: You must include \$3,000 per year of proposed budget for travel to attend an IMLS-designated meeting.

- What specific activities will you carry out and in what sequence?
- What are the risks to the project and how will you mitigate them?
- Who will plan, implement, and manage your project?
- What time, financial, personnel, and other resources will you need to carry out the activities? Identify any partner and/or collaborator organizations that will contribute to your project and describe their roles.

## Project Work Plan – 2/2

- ✓ What existing resources within the organization, assets within the library or community, and/or potential partners will be utilized during this project to aid in its success?
- ✓ How and with whom will you share your work's general findings lessons learned?
- ✓ What data will you collect, how often, and from what source(s) in order to measure your performance in terms of effectiveness, quality, and timeliness?
- ✓ Does your project include any digital content, resources, assets, software, or datasets?

- What existing resources within the organization, assets within the library or community, and/or potential partners will be utilized during this project to aid in its success?
  - Resources and assets can include both tangible and intangible.
  - Potential partners can include other nonprofits, departments within colleges and universities, and/or for-profit organizations.
- How and with whom will you share your work's general findings lessons learned?
- What data will you collect, how often, and from what source(s) in order to measure your performance in terms of effectiveness, quality, and timeliness? I will discuss more about this in a minute.
- Does your project include any digital content, resources, assets, software, or datasets? If so, be sure to create a Digital Products Plan. Examples of digital products include any data visualizations that are informing the project work, online materials (such as webpages about the project), digital content products, or images.



For the third narrative component, Project Results, it needs to include...

## Project Results

- ✓ What are your project's intended results and how will they address the need, problem, or challenge you have identified?
- ✓ How will the knowledge, skills, and/or appreciation of the target group grow as a result of your project?
- ✓ What products will result from your project?
- ✓ How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

- What are your project's intended results and how will they address the need, problem, or challenge you have identified in the Project Justification?
- How will the knowledge, skills, behaviors, capabilities, and/or attitudes of the intended audience change as a result of your project?
- What tangible products will result from your project?
- How will you sustain the benefit(s) of your project? How will you continue to support the project, its results, and/or new models that are created beyond the grant period?
  - For example, will there be ongoing institutional and/or community support of project activities or products? Do you have demonstrated buy-in from potential stakeholders? What are your plans for sustaining any digitized collections, software, and supporting documentation, information systems, and other technology tools?

## Performance Measurement

### 3 Performance Measurements:

- **Effectiveness:** Are the activities being supported by the program contributing to (a) improving digital services, (b) improving educational programs, and/or (c) enhancing the preservation and revitalization of Native American cultures and languages?
- **Quality:** Is the program meeting user requirements and expectations?
- **Timeliness:** Is each activity being completed on time and as proposed?

Identify what data you will collect, how often, and from what source in order to provide these measurements.

The Native American Library Services Enhancement Grants program will use the following three performance measurements as a basis for understanding the level of performance by the grant program as a whole and by each award supported through it.

- **For Effectiveness:** Are the activities being supported by the program contributing to: (a) improving digital services, (b) improving educational programs, and/or (c) enhancing the preservation and revitalization of Native American cultures and languages?
- **For Quality:** Is the program meeting user requirements and expectations?
- **For Timeliness:** Is each activity being completed on time and as proposed?

Each applicant must identify what data they will collect, how often, and from what source in order to produce these measurements. Consider using the sample performance measurement plan referenced in the NOFO to get started.





## Key components of your application package

I will now address key components of your application package.

## Application Components

- Application cover form (SF-424S)
- IMLS Supplementary Information Form
- IMLS Library – Discretionary Program Information Form
- Organizational Profile
- Narrative (8 pages, max.)
- Schedule of Completion
- Performance Measurement Plan
- IMLS Budget Form
- Budget Justification
- List of Key Project Staff and Consultants
- Resumes of people on Key Project Staff list
- Any conditionally required or supplementary documents

**All documents must be saved and submitted in PDF format**

Make sure to include the application components listed on pages 6 and 7 the NOFO and that are listed here on this slide.

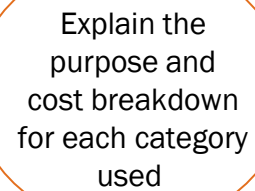
Conditionally required documents are your federally negotiated indirect cost rate agreement – if you plan to use one - and the Digital Products Plan if you are creating any kind of digital product. That means it is required if any funds are being used to create any kind of digital product like a web site or digital histories.



# Budget Justification

Organize following IMLS Budget Form Categories

1. Salaries and Wages
  - i. Cost a ?
  - ii. Cost b?
2. Fringe Benefits
3. Travel (Include \$3,000 for IMLS-directed travel/year)
4. Supplies, Materials, and Equipment
5. Contracts and Subawards
6. Student Support
7. Other Costs
  - i. Cost x
  - ii. Cost y
8. Indirect Costs



Explain the purpose and cost breakdown for each category used

The Budget Justification, which accompanies the completed IMLS Budget Form, should explain the purpose and cost breakdown for each expense listed in these categories.

Note that under the Travel category, it should include \$3,000 for IMLS-directed travel each year.

Also, cost share is not required.

## Supporting Documents

- Letters of commitment from consultants, partners, or other groups you will work with
- Bibliography or references
- Letters of support from experts and stakeholders
- Reports from planning activities
- Vendor quotes for equipment, furnishings, other large purchases
- Equipment specifications
- Summary of needs assessment findings

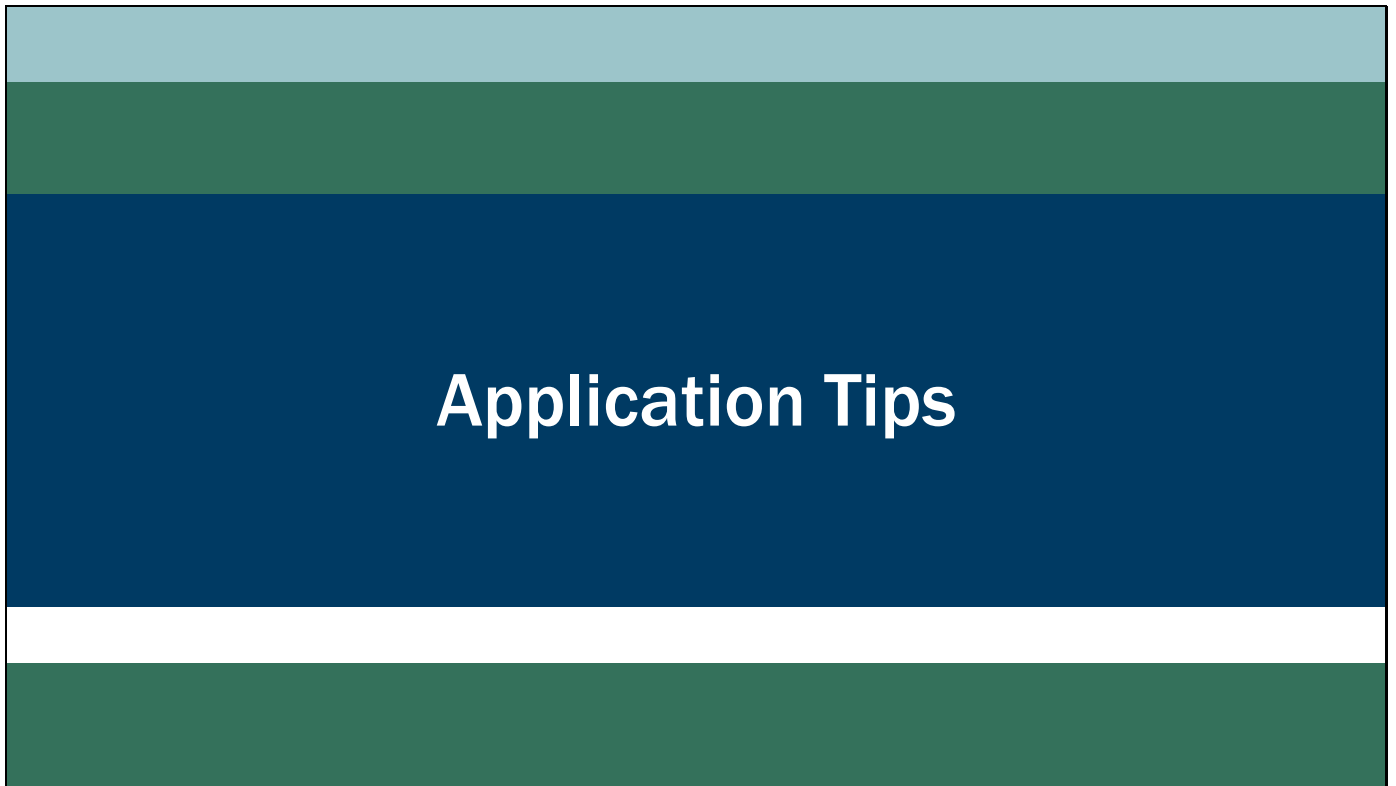
You may submit a reasonable number of Supporting Documents that supplement your Narrative and support the project description. You will want to include material that help IMLS staff and reviewers envision your project in greater detail, but they should not be used to introduce new topics nor to continue answers to the Narrative questions.

Give each document a clear, descriptive title at the top of the first page. You can choose to include any of the supporting documents listed.

## The Application Package

- ❑ Make sure to submit a complete application with all required documents.
  - See the Table of Application Components (pp. 6-7 of the NOFO)
- ❑ Don't forget all key personnel listed must have resumes
- ❑ Include any conditionally required documents
- ❑ Federally Negotiated Indirect Cost Rate Agreement (if applicable)
  - The indirect cost rate at the time of the award stands until the end.
  - The cost rate agreement must extend through September 2024.
- ❑ Supporting documents might include needs assessments, letters of support, plans or reports.

- Make sure to submit a complete application with all required documents.
- Don't forget all key personnel listed must have resumes
- Include any conditionally required documents
- If you are using a Federally Negotiated Indirect Cost Rate Agreement remember that:
  - The cost rate agreement must extend through September 2024.
  - The indirect cost rate at the time of the award stands until the end of the grant award. So if a new rate is negotiated, we cannot amend to the new rate.
- Supporting documents might include needs assessments, letters of support, plans or reports.

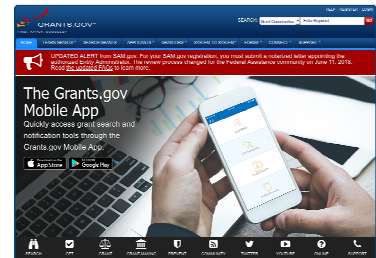
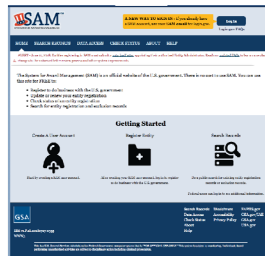


Next, we will provide some tips to help you with the application process.

# Application Tips Slide 1

## Register early!

1. Unique Entity ID (generated by SAM.gov)
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)



### First, "Register early!"

- The UEI, SAM.gov and Grants.gov registration are sequential.
- The UEI has replaced DUNS, and is generated when you register with SAM.gov.
- You must have an active SAM.gov registration to register with Grants.gov.
- You need to have a functional Grants.gov registration to submit an Enhancements grant application to IMLS.

Remember that your SAM.gov registration expires each year, and you must renew it. You can log into SAM.gov at any time and find out your status. I would recommend doing that today.



## Application Tips Slide 2

- Plan for time to gather feedback and revise
  - Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar/spelling
  - Consider their feedback and revise accordingly
  - Proofread final version carefully; use spell check feature
- Coordinate with tribal administration to submit all application components **through Grants.gov *before the deadline***

Here are a few application tips based on experience:

- Plan for time to gather feedback and revise
- Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar/spelling
- Consider their feedback and revise accordingly
- Proofread final version carefully; use spell check feature
- Coordinate with tribal administration to submit all application components **through Grants.gov *before the deadline***

## Application Tips Slide 3

**IMPORTANT TO KNOW:** We make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. Please:

- Save documents in PDF format
- Upload application files to Grants.gov prior to deadline
- Use Grants.gov Workspace
- Check uploaded files against the Table of Application Components in Notice of Funding Opportunity
- Start early to allow time to resubmit before the deadline if needed

- Please note that we will consider complete applications from eligible applicants that submit on or before the deadline, which is **April 1, 2024 at 11:59 pm Eastern time**.
- Remember to save all your documents as PDF files. grants.gov cannot convert them for you.
- Upload application files to Grants.gov prior to deadline. I would encourage setting a date prior to the deadline in case something unforeseen comes up, requiring more time.
- Use Grants.gov Workspace. It's a great way to organize the work of the application process in one work environment and with any work partners who have a role to play in the application prep and submission process.
- Be sure to double check the uploaded files against the Table of Application Components in Notice of Funding Opportunity.
- Finally, by starting early, it allows you time to resubmit before the deadline if you need to. This might be helpful if you discover that you forgot something or would like to add additional information to the library service plan.

## Contact Us

**Jennifer Himmelreich**  
Senior Program Officer  
202-653-4797  
[JHimmelreich@imls.gov](mailto:JHimmelreich@imls.gov)

**Sheena Afoakwa**  
Program Specialist  
202-653-4718  
[sfoakwa@imls.gov](mailto:sfoakwa@imls.gov)

For questions about eligibility, your Library Services Plan and project activities, the Digital Products Plan, your Budget, including allowability of costs, please reach out to myself, Jennifer Himmelreich.

For questions about application requirements and deadlines, please reach out to Sheena Afoakwa

Thank you for listening in and we look forward to receiving your application.

As always, best wishes from IMLS!